

## Terra Dotta: Maintenance > Data Import/Export Program Data Template

The following table provides a reference to the data fields provided in the Program Data Template, the required data types, default values (if any), whether or not each field is required, and a short description of what each field represents.

**NOTE:** Upon importing a new program, the program will be configured to apply to internal applicants *and* external applicants. It will require external applicants to provide a home institution when creating a user record. If your program should not be available to both internal *and* external applicants, or if your external applicants do not need to provide a home institution, this configuration can be adjusted on the 'Settings' tab of the program builder.

### IMPORTANT REMINDERS:

- Always run a test import with a small sample set of rows before importing a large file.
- Do not double-click the 'Import/Update Data' button or your request may be processed twice resulting in duplicate programs.
- Completely remove any columns labeled 'Optional' if you do not intend to use them. Required columns must be included even if no changes are being made to those values.
- Use 'clean' text, meaning no extraneous pipe characters, tab characters, return carriages, etc.
- Do not alter the name of the columns; they must remain exactly as they are in the data template.
- Files should be saved as tab delimited .txt -- OS X(Mac) users should save import files from Excel as 'Windows Formatted Text (txt).'
- Enable Import/Export permissions only for qualified, experienced administrative users who have read and understood the documentation.

## Program Data Template

Column Header	Importing NEW programs	Updating EXISTING programs	Value Type	Additional Information
<b>Program ID</b>	NO	REQUIRED	Numeric	When provided, the ID value must represent a valid, existing program.
<b>Program Name</b>	REQUIRED	REQUIRED	String (255 characters max)	All program names must be unique.

<b>Locations</b>	Optional	Optional	String (100 characters max for city and country; 50 characters max for region)	If the location is not an exact match to a location already in the site, a new location will be added under System Settings -> Locations. Locations must include a city, country, and region separated by semicolons. Separate multiple locations with a pipe character. Example: Barcelona;Spain;Europe Bangkok;Thailand;Asia
<b>Terms of Availability</b>	Optional	Optional	String (20 characters max per term)	If the term is not an exact match to a term already in the site, a new term will be added under System Settings -> Terms. Separate multiple terms with a pipe character. Example: Spring Fall Summer
<b>Currently Active</b>	REQUIRED if column header is included in file. <i>Default if column is omitted: Active</i>	REQUIRED if column header is included in the file.	Numeric (0 for 'Inactive'; 1 for 'Active')	If the column is in the file, there must be a value provided. If the column is omitted, the default value for a new program will be 'Active' and an existing program will keep its current status.

<b>Program Type</b>	REQUIRED	REQUIRED	Numeric (1 for 'Outgoing'; 2 for 'Incoming'; 3 for 'Scholarship'; 4 for 'Risk Management'; 5 for 'Travel Registration'; 6 for 'Outgoing w/side trip'; 7 for 'Incident Report'; 8 for 'Program Enrollment')	The import will only allow programs to be imported for active program types. For example, if the value for the Program Type column is '8' but the Program Enrollment program type is not enabled on the site, the import will fail. To see which programs are active on your site, go to Program Admin -> Program Types.  The value for this column should be a single-digit number.
<b>Exchange Available</b>	Optional	Optional	Numeric (0 or null for unavailable; 1 for available)	
<b>Program Homepage</b>	Optional	Optional	String (255 characters max)	URL (including http://) of external website (if any) that serves as the main source of information for the program. A link will appear to site visitors on the program brochure page.
<b>Program Notes</b>	Optional	Optional	String (4000 characters max)	Importing program notes does not allow for text formatting such as line breaks and/or paragraph breaks in the text.
<b>Pre-Decision Phase Instructions</b>	Optional	Optional	String (4000 characters max)	
<b>Post-Decision Phase Instructions</b>	Optional	Optional	String (4000 characters max)	
<b>While Abroad Phase Instructions</b>	Optional	Optional	String (4000 characters max)	
<b>Returnee Phase Instructions</b>	Optional	Optional	String (4000 characters max)	

<b>Partner Institution</b>	Optional	Optional	String (200 characters max)	For use only with program types that permit applicants from partner institutions: Incoming, Scholarship, Program Enrollment. If the partner institution in the import file does not match an existing partner institution on the site, a new partner institution is created under System Settings -> Partner Institutions. Separate multiple partner institutions with a pipe character.  For example: Thammasat University   University of Sydney
<b>Max App Override</b>	Optional <i>Default: max app override not enabled</i>	Optional	Numeric (0 or null to follow global max; 1 for 'Override')	Enabling this will allow applicants to apply to this program even if they already have the max number of applications permitted per app cycle. Global setting is set under System Settings -> System Features -> Process Options tab.

<b>Document Upload</b>	Optional	Optional	String	This value determines which application phase applicants will be prompted to upload the documents. <ul style="list-style-type: none"> <li><u>No</u>: This means applicants can't upload documents on their application pages</li> <li><u>Yes: Pre-decision</u>: This means applicants can attach documents from the application page at any time</li> <li><u>Yes: Post-decision</u>: This means applicants can attach documents from the application page once the post-decision phase has been reached (NOTE: The decision date must be reached for Accepted/Committed applicants to be able to attach documents)</li> <li><u>Yes: While abroad</u>: This means applicants can attach documents once their first application itinerary record start date has been reached</li> <li><u>Yes: Returnee</u>: This means applicants can attach documents once the latest application itinerary record end date has passed</li> </ul>
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<b>Document Types</b>	Optional	Optional	String	If provided, the Document Type must represent a valid, existing document type. Separate multiple document types with a pipe character. For example: Copy of Passport   Copy of Transcripts
<b>Program Param:</b> [PP#XXXXX] <sup>1</sup>	Optional	Optional	String (The formatting depends on the program parameter type and should follow the descriptions in the next column.)	<u>Multiple Selection:</u> Any string up to 500 characters. If the value in the import file does not match a value on the site, a new picklist value will be created for that program parameter. The value(s) provided in the file will replace all values currently selected for this program. Multiple picklist values can be imported by entering a pipe character   between values. For example – multiple responses for the applicant parameter ‘Housing Options’ can be imported as: Apartment   Dormitory   Host Family <u>Single Selection:</u> Any string up to 500 characters. If the value in the import file does not match a value on the site, a new picklist value will be created for the program parameter. The value provided in the file will replace the current value. For single selection program parameters, you should only import one value. <u>Yes or No:</u> Only values of Yes or No <u>Minimum/Maximum Value:</u> If the value in the import file does not match a value on the site, a new picklist option will be created. Only one value can be imported.

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<sup>1</sup> **Program parameter** column headers are formatted as **Program Param [PP#XXXXX]** where Program Param is the name of the parameter and XXXXX is the numeric identifier of that parameter. An example might look like – **Language of Instruction [AP#10002]**. The export template will supply the header information for all program parameters currently in the system.